

ATTACHMENT G

U.S. PATENT AND TRADEMARK OFFICE SAFETY GUIDELINES

Operation of Government Owned Equipment – Golf Cart Type Vehicles by Authorized Employees or Contractors

I. Purpose

- To provide authorized employees and Contractors with guidelines so that golf cart type vehicles are operated in a safe manner at the USPTO in order to prevent injuries to USPTO personnel and property.
- Contractors include security guard force personnel who have been authorized by the USPTO Office of Security to provide security on the campus using golf cart type vehicles.
- These guidelines do not include directives for the personal safety of the authorized Contractor; safety is the responsibility of the Contractor. These guidelines do not supercede any requirements issued by the Contractor's company.

II. What are Golf Cart Type Vehicles?

- Motorized vehicles including golf carts and other 3 or 4-wheeled vehicles that are powered by electric or internal combustion motors.
- Examples of manufacturers of golf cart type vehicles include: Cushman, Club Car, Daihatsu, E-Z-Go, etc.

III. Authorized Use

- Strictly for use in conducting official business on behalf of the USPTO.
- Transporting security equipment/supplies for events.
- Transporting individuals with disability-related needs from location to location on the USPTO campus (property).

IV. Unauthorized Use

- Use of golf-type carts for personal/personnel transportation, other than for authorized disability-related needs, is prohibited.

V. Operation

- All golf cart type vehicle operators must possess a valid driver's license.
- Carts may not be operated in a manner that may endanger passengers or other individuals or harm USPTO property.
- Do not exceed the passenger limit and load capacity designated by the vehicle's manufacturer.
- Golf cart-type vehicles are restricted to designated streets and paths on the USPTO campus.
- Golf cart type vehicles may only be used to access restricted areas in cases of medical need and for deliveries, if no other means for transporting the equipment/supplies is feasible.
- Operators must not exceed speed limits for motorized vehicles, or recommended speed limits designated by the golf cart type vehicle manufacturer.
- Operators must reduce speed on walkways and in pedestrian areas. In crowded pedestrian areas, operators must park or proceed at a slow walking pace.
- Parking is allowed only in designated areas and on hard covered surfaces.
- Parking is prohibited on soft surfaces, including but not limited to: landscaping, unpaved surfaces, tanbark covered areas, etc.
- Do not block entrances to buildings, stairways, disability ramps, or main thoroughfares.
- Do not chain golf cart type vehicles to trees.
- The golf cart type vehicles shall be recharged at the location designated for such use.
- Use of extension cords from inside buildings to golf cart type vehicles is prohibited.

VI. Reporting Accidents/Injuries

- Report all vehicle accidents to the Security Control Center and the USPTO Office of Security immediately.
- Summon 911 immediately if any parties are injured.